

**UNITED STATES DEPARTMENT OF AGRICULTURE**

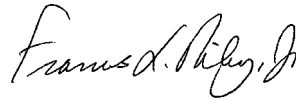
Farm Service Agency  
Washington, DC 20250

**Notice AS-2052**

**For:** State Offices

**Contracting Officer Training**

**Approved by:** Acting Deputy Administrator, Management



**1 Overview**

**A**

**Background**

All contracting officers are required to obtain 40 hours of procurement maintenance training every 2 years. The new 2-year period begins January 1, 2003, and ends December 30, 2004.

To ensure that all contracting officers have an opportunity to obtain this required training, MSD has arranged for a training session for those employees:

- that still have not met this requirement from the previous training period, January 1, 2000, through December 30, 2002
- who would like to attend to meet the new training requirement.

**B**

**Purpose**

This notice informs State Offices that MSD has scheduled an Advanced Simplified Acquisition training class for the week of January 13 through 17, 2003.

**Disposal Date**

February 1, 2003

**Distribution**

State Offices

11-21-02

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## 2 Training Class Participants and Tentative Date

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### A

#### Contracting Officers Needing Training

There are approximately 35 spaces available for this training.

**Note:** See Exhibit 1 for a list of contracting officers who have been selected to attend this session. Those that have not met the previous 2-year requirement and do not attend this session nor obtain training on their own, will have their warrants suspended until training is obtained.

To reserve a space for this training, contact Diane Cudd, MSD, at 202-690-1061, **no later than December 2, 2002.**

**Note:** If the participants listed in Exhibit 1 are unable to attend, the space will be made available to other State Office administrative personnel on a first-come-first-served basis.

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### B

#### Training Location

As soon as the training course arrangements are final, a notice will be sent to all participants with the information necessary to make travel arrangements.

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### Training Class Participants

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The following individuals have been selected to participate in the training session. Contact Diane M. Cudd according to subparagraph 2 A to confirm attendance.

<b>State Office</b>	<b>Participants</b>
Alaska	Debra Robinson
Arizona	Grace Lamas
California	Nathan Margoni
Colorado	William Gray
Connecticut	Theresa Currier
Georgia	Kathleen Green Kula Moore
Idaho	Bruce Bradshaw Ida Beal
Kentucky	Elizabeth Brown
Louisiana	Stephanie Ellington
Maine	Greg Chappelle
Michigan	Robert Fandel Clem Geiger Maureen Meehan
Minnesota	Doug Grove
Missouri	Bobby Fullerton
Montana	Dick Deschamps Linda Itoh Libba Olexa
New York	Michael Slaunwhite Linda Whiteman
North Carolina	Kathy Barker Jan Lathum
Ohio	Traci Garza
Pennsylvania	John Cameron

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**Training Class Participants (Continued)**

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<b>State Office</b>	<b>Participants</b>
Virginia	Dana Byrd
Wisconsin	Toni King
APFO	Geofrey Gabbott
MSD-Washington, DC	Arlene Hicks Terry Martz Vicki McCalip Ken Rachfal

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